

# Monitor

## MODEL/ATOM II

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## How to Order Forms Online

**S**chools and lenders can now order student loan program forms online. It is a quick and easy process. Follow the steps below to order your forms today!

1. Log onto the MODEL forms web site at: <http://members.printable.com/raintreegraphics/asa>
2. Click on one of three categories of forms: Applications, Deferments, or Brochures/Miscellaneous Items.
3. Click on the items within the category you wish to order.  
*Each item has a description and image for easy reference.*
4. Preview the image and proceed to the bottom of the page for ordering information.  
*Each item can be ordered in quantities of 1, 2, 5, 10, or 20 packs.*
5. Select the quantity you want to order and click "Add to Cart."
6. To keep shopping, click "Catalog."
7. If you are done shopping, review your shopping cart. Use the "Options" button to order, edit, save, or delete items.
8. Once you have finalized your selections, click "Order," then click "Go."
9. Confirm your shipping information and make any necessary corrections, then click "Next."
10. Confirm your order and shipping information and click "Finish."
11. Print the pages and save them for your records.

Still have questions? Use the fully illustrated MDHE Forms Online Ordering Instructions located on the MODEL web site under Resources.

## How to Track the Forms You Order

**I**f you want to know the shipping status of your products, at <http://members.printable.com/raintreegraphics/asa>. Any forms ordered through the MODEL system can be easily tracked and/or located.

1. Log onto the MODEL forms web site at: <http://members.printable.com/raintreegraphics/asa>
2. Click the "Order Tracking" button and then "Order Status."
3. Click "Go" to track all orders from your location.
4. Locate the order that you wish to track.
5. The status column will show the order as: Order Accepted, In Progress, or Shipped.
6. For shipping information, click "Shipped" (if available).
7. The following window will show the shipping information. To link to the UPS web site for more tracking information, click on the UPS tracking number.

If you still have questions, don't forget to use the fully illustrated MDHE Forms Online Ordering Instructions located on the MODEL web site under Resources.

## Remember!

Don't forget to log off the MODEL system once you are finished ordering forms, submitting loans, etc.

**[www.dhe.mo.gov/  
model/index.htm](http://www.dhe.mo.gov/model/index.htm)**

**D**esigned to serve as a reference tool for our school and lender partners, the MODEL and ATOM II web site has a wealth of information regarding conversion including background information, frequently asked questions, contact information, training information, and more.

**Check it out!**

## For questions....

### regarding conversion to MODEL, contact:

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